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## ***Reimbursement Policies {PRIVATE }For Site Interviews***

Undoubtedly, you will start receiving invitations for second or site visits with companies with whom you have interviewed on campus.

Employers will normally inform you of travel arrangements and reimbursements for which they will be responsible when the interview is scheduled. If not, the following guidelines have been formulated to help answer some of the questions you may have about reimbursement policies.

- Employers generally expect to reimburse candidates for reasonable travel expenses in the same manner that they reimburse their employees for similar expenses. This reimbursement will always be after the interview (not before). A credit card may be helpful to cover out-of-pocket expenses, documentation and for travel emergencies.
- Candidates are expected to take the most inexpensive means of transportation to the site of an interview. Personal automobiles and trains should be considered as alternatives to air travel (if feasible). Employers may make transportation reservations for you, or you may be responsible for making them yourself. If driving, ask about routes and parking facilities and fees.
- Meal expenses should be reasonable. Room service and expensive restaurants should be avoided when possible. Meals which the employer has invited you to have with staff are not covered in your normal meal allowance.
- Entertainment expenses such as movies in the room, magazines, etc., generally are not considered reimbursable. Tolls, taxis and tips may be covered.
- When a candidate is visiting more than one prospective employer on a trip, it is expected that expenses will be split equally by the organizations being visited.
- Expense reimbursement policies and procedures vary from organization to organization. Many small or public employers may not cover any travel expenses. When you have questions about expenses to be reimbursed, absolutely clarify those questions before the visit.
- Demonstrate your good business and common sense by keeping careful records of all your expenses - documented with receipts. A second interview is no time to present a careless attitude about the organization's money or procedures.